Making payments via ParentPay

Using your basket – quick add items

Paying for all your children in one easy place! The **'Overview tab'** on your home page shows items due for payment across all of your children.
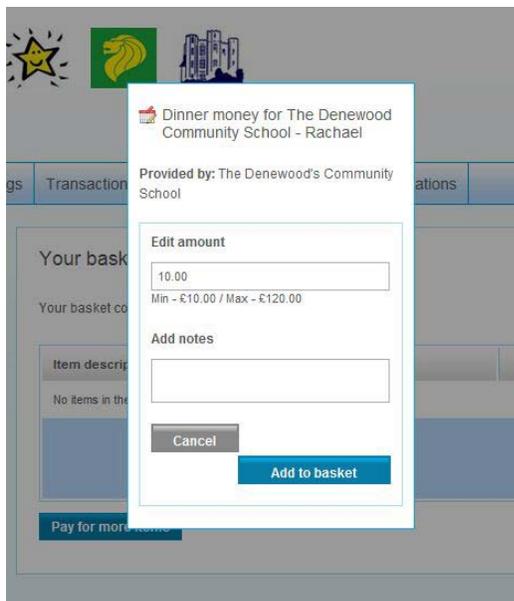
Locate the item you'd like to pay for and click on **Add to basket.**

Edit the **'Amount'** to pay and provide any **'Notes'** if appropriate in the pop-up window.

Click **Add to basket** and keep repeating the process until you're ready to **'Checkout'**.
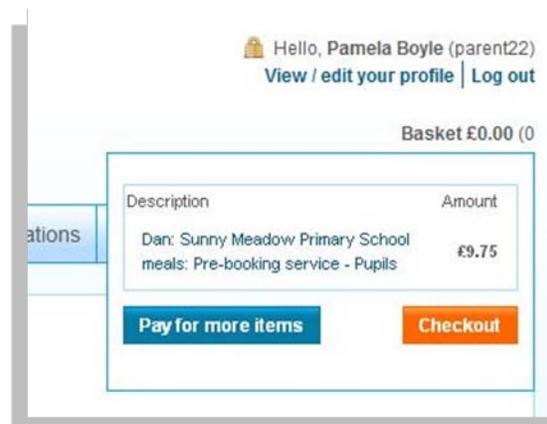
Pay for items

Go to **Pay for items** in the **'I want to...'** area on the left of your screen.

View and pay across all children

'All items' – view each item available by child with a description, due date and amount.

Click on **Edit amount or add notes/Add to basket** to select your item and pay.

View and pay by child

Click on the **child's name tab** – the tab will turn blue and you will see a list of items to pay.

You will see all items available to that child and can proceed to select which items you wish to pay for at that time by clicking **Edit amount or add notes/Add to basket.**

Each time you add an item to your basket, you will be directed to the top right of the screen and a preview of your 'Basket' will pop up.

Once ready to make payment go to your 'Basket' and click **Checkout.**

You will have the opportunity to review your purchases, remove any you did not intend to make or edit those you did before proceeding to make your payment as normal by clicking **Pay securely now**.

Hello, **Pamela Boyle** (parent22)
View / edit your profile | Log out

Basket £0.00 (0

Description	Amount
Dan: Sunny Meadow Primary School meals: Pre-booking service - Pupils	£9.75

Pay for more items   Checkout

Your basket

Your basket contains 2 items and comes to a total of £15.75.   Pay securely now

Item description	Name	Due by	Amount	
Sunny Meadow Primary School meals: Pre-booking service - Pupils - £1.95 per day Provided by: Sunny Meadow Primary	Dan	-	£9.75	✖ Remove Edit
Visit to the Woodlands Centre - Please make sure your child has suitable footwear as they will be exploring the new wetlands area where they can discover all the exciting creatures living in the ponds. This trip is run in line with the school's trip policy - please indicate your acceptance of these by ticking the consent tickbox. You can view details on the school website at http://www.denewood.anyshire.sch.uk Contact the trip leader on http://tripleader@theschool.co.uk Provided by: The Denewood's Community School Cost: £6.00	Rachael	12 Nov 2011	£6.00	✖ Remove Edit

Total cost £15.75

Pay for more items   Pay securely now

Paying for 'Other' items

The **'Other'** tab will display items not necessarily associated with your child such as the SMS top-up payment items for those parents that subscribe to our automated text alerts.

Pay for items

Choose the items to pay for from the list below

| All items | Dan | Nathaniel | Rachael | April | Christine | **Other** |

Due date	Item description	Amount	
-	**SMS Text Alerts** Buy SMS Text Credits to receive mobile alerts from ParentPay. Credits cost 6p each, minimum top-up £2.40. Tick the consent box to confirm you've read the SMS Terms and Conditions Provided by: Payee name goes here Balance: £17.10 Edit amount or add notes	£0.00	Add to basket
01 Dec 2011	**Tickets for the school pantomime - December 16th** Please enter the number of tickets you would like to order. All funds raised will be contributing to the school's new Active Play Area - we look forward to seeing you there! Provided by: Payee name goes here Balance: £1,728.00 Quantity: 0 Cost: £8.00 Edit amount or add notes	£8.00	Add to basket